

SUPPLEMENTAL INSTRUCTIONS FOR SF-424A

Form 424A

Section A Budget Summary:

Lines 1 - 5 The Prescott Stranding Grant Program is a single Federal grant program that does not require a functional or activity breakdown, therefore, only lines 1 and 5 have to be completed.

1 (a) The Catalog Program title, **Marine Mammal Data Program**, is the Program function.

1 (b) The Catalog Number is **11.439**.

1 (c) and (d) should be left blank for the 2001/2002 Prescott Stranding Grant Program applicants because all applications will be new therefore there will be no unobligated funds.

1 (e) through (f): enter the amount of funds needed for the funding period.

Line 5 will be the same as Line 1. The totals should also be the same as those below, in Line 6.(k).

Section B - Budget Categories

Only Column 1 should be completed since no breakdowns are required by the Prescott Stranding Grant Program. The Program Title "Marine Mammal Data Program" should be entered into the Column 1 heading.

6(a) through 6(i): see attached justification checklist details leading up to the totals that should be entered into these blocks. These reflect the total costs of the project for each "Object Class Category" (Personnel, Fringe Benefits, etc), including both Federal and non-Federal shares.

6(j) Indirect charges - indirect costs are essentially overhead costs for basic operational functions (e.g., lights, rent, water, insurance) that are incurred for common or joint objectives and therefore cannot be identified specifically within a particular project. They can only be included in the budget if you have an established indirect cost rate with the Federal government. Contact a Fisheries Specialist Grants Officer (301 713-0922) to obtain an established rate. For this solicitation, the Federal share of the indirect costs may not exceed 25 percent of the total proposed direct costs. If you have an approved indirect cost rate above 25 percent of the total proposed direct cost, you may use the amount above the 25-percent level up to the negotiated rate as part of the non-Federal share. You must include a copy of the current, approved, negotiated indirect cost agreement with the Federal government with your application. Note: if you are applying for a grant to satisfy a priority related to operations, these overhead charges may be considered Direct Charges. Contact the Fisheries Specialist Grants Officer for clarification if needed.

6(k) Totals - should be the same as the totals in Section A.

7 - Although we do not anticipate income generation from Prescott Grant Application Projects, if there will be income, identify the estimated amount on line 7.

Section C - Non-Federal Resources

Since only one Grant Program is involved, only Lines 8 and 12 need to be completed. The program title for column (a) is Marine Mammal Data Program.

Because the Prescott Stranding Grant Program requires a minimum of 25% in matching funds, the total in this section should be at least 25% of the total project costs (can be more). For example, a project costing \$133,333 may include a \$100,000 Federal Share and a \$33,333 non-Federal Share. While the total Federal Share cannot exceed \$100,000, the non-Federal share can exceed 25% of the total.

Section D - Forecasted Cash Needs

Identify the anticipated quarterly costs, per application instructions.

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project

We do not anticipate that applicants will be identifying unfunded needs of the project. However, if receipt of other Federal grants is anticipated and/or required prior to completion of the project, that should be noted in this section.

Section F - Other Budget Information

This section provides you with some space for comments, as noted on the “Instruction For the SF-424A”. Note that additional justification should be submitted on a separate sheet. See the Review Checklist for budget justifications for guidance on important supplementary budget information, attached.

GUIDELINES FOR A PROPER BUDGET JUSTIFICATION, TO BE SUBMITTED WITH FINANCIAL ASSISTANCE APPLICATIONS TO NOAA

Prepared by NOAA GMD, adapted by NMFS F/PR

SPECIAL NOTE: NOAA expects that applicants will ensure that no Federal or non-Federal grant funds will be expended for in-kind goods or services, for purposes of providing transportation, travel, and other expenses for any Federal employee. This provision will be incorporated into the award document, if an award is granted based on this application, as a Special Award Condition.

Contact a Fisheries Specialist Grants Officer if you have questions regarding the budget justification: 301 713-0922.

MATCHING: The Prescott Stranding Grant Program has a 25% matching requirement. Details given below for the Federal share must also be given for the matching and cost sharing portion of the grant.

SALARIES AND WAGES:

1. Is each individual identified by name and position?
2. Are time commitments such as hours and percent of time stated for each position?
3. Are the total charges for each person listed along with an explanation of how the costs were calculated?
4. Do the combined charges for any individual exceed 100% of their time?
5. Do the time commitments and charges appear reasonable?
6. For support or executive personnel, are costs charged to salaries excluded from the indirect cost category?
7. Are all individuals employees of the applicant organization? (If not, explain).
8. Are salary increases justified for the grant period?
9. Are any salary/personnel costs unallowable?. (i.e. Federal Employees or legislative personnel)

FRINGE BENEFITS: The budget narrative should provide a description of the benefits received by personnel when rates are 25% of the total salary or higher.

1. Are fringe benefits identified as a separate item?
2. Are the types of fringe benefits indicated?
- 3 Do the fringe benefits and charges appear reasonable?
4. Are the total charges for each person listed along with an explanation of how the charges were calculated?
5. Are fringe benefits charged to federal and matching categories in the same proportion as salaries?

TRAVEL:

1. Estimate the number and distance of trips anticipated, along with the estimated mileage, method of travel, cost per mile and duration, number of travelers, per diem rate for meals and lodging, based on your response area and previous years' experience.
2. If actual trip details are unknown, indicate the basis for the proposed travel charges (identify how you came up with estimates, above).
3. Is the requested travel directly relevant to the successful completion of the project?
4. Are the travel charges reasonable?
5. Contingency or miscellaneous charges must be excluded!

SUPPLIES: An explanation is necessary only for supplies costing over \$1,500 or 5% of an award, whichever is greater.

1. Are supplies itemized by type of material or nature of expense?
2. For general office or business supplies, is the total charge listed along with the basis for the charge (i.e. historical use rates)?
3. For other specific supply categories, is the number of units, cost per unit and total cost specified?
4. Are the charges necessary for the successful completion of the project?
5. Are the charges reasonable?
6. Are disallowed costs (e.g. liquor, entertainment) excluded?
7. Contingency or miscellaneous charges must be excluded!

EQUIPMENT: For any items of equipment whose costs exceed \$5,000, a description of the item and associated costs is required.

1. Is each item of equipment listed?
2. If over \$5,000 is there a description of how it will be used in the project?
3. If over \$5,000 has a lease vs purchase analysis been completed?
4. For each item of equipment, is the number of units, cost per unit and total cost specified?
5. Is each item of equipment necessary for the successful completion of the project?
6. Are the charges for each item reasonable?
7. Are disallowed costs excluded?
8. Contingency or miscellaneous charges must be excluded!

CONTRACTUAL:

1. Is each contract or subgrant listed as a separate item? (Separate budgets are required for subgrants or contracts regardless of the dollar value.)
2. Are the products/services to be acquired described along with the applicability of each to the project?
3. Do the costs appear reasonable?
4. Are any sole source contracts contemplated?
5. If yes, is a sole source justification included with the application which describes why the proposed sole source entity is the only source capable of meeting the applicant's project needs?
6. Are disallowed costs excluded?
7. Contingency or miscellaneous charges must be excluded!
8. Are there contracts with non-US organizations?
9. Do you have a CD-512 on file for each of your subgrants or contracts?

CONSTRUCTION:

1. Is the construction/renovation authorized for this program? (No major construction is authorized, though renovation that may include new pools, for example, may be acceptable)
2. Is the construction/renovation described?
3. Is the method described which was used to calculate costs?
4. Are the proposed costs presented in sufficient detail? Should include the following:
 - a. A listing of work to be performed
 - b. Cost detail by task or work order contemplated
 - c. Is the work being done by the applicant or outside contractors?

5. Is there a need for the type of work/costs being proposed?.
6. Is the basis for the estimates of cost present? (Is there documentation to support cost estimates?)
7. Are the costs justified, reasonable and allowable? Verify costs proposed to quotes received.
(Generally, the presence of more than one bid obviates the need for extensive tests for reasonableness due to the element of competition involved)

OTHER:

1. Are items listed by type of material or nature of expense?.
2. For each charge, is the number of units, cost per unit and total cost specified?.
3. Are the charges necessary for the successful completion of the project?
4. Are the charges reasonable?
5. Are disallowed costs (e.g. liquor, entertainment) excluded?
6. Are charges which duplicate indirect cost items excluded?
7. Contingency or miscellaneous charges must be excluded!

INDIRECT COSTS: indirect costs are essentially overhead costs for basic operational functions (e.g., lights, rent, water, insurance) that are incurred for common or joint objectives and therefore cannot be identified specifically within a particular project. For a grant application addressing a priority related to operations, these overhead costs may be considered direct costs:

1. Are indirect costs requested?
2. Is a copy of the current approved rate from the cognizant agency included?
3. Is the correct rate being used?.
4. Is the rate applied to the correct base?.
5. Are charges which duplicate direct costs excluded? (If no, explain/revise).

MATCHING:

1. A minimum of 25% of the total costs must be matched by the applicant. Does the application meet the matching requirements?
2. Are the sources of match clearly identified? (i.e. cash or in-kind)
3. Does the application provide adequate documentation to support in-kind contributions?
4. Does the application exclude matching contributions, cash or in-kind, used for other programs?
5. Does the application exclude federal funds used as match?
6. Are all matching contributions necessary for accomplishing the project?
7. Are all matching contributions in compliance with federal cost principles?

**PRESCOTT STRANDING GRANT PROGRAM
APPLICATION RECEIPT ACKNOWLEDGMENT**

TO BE COMPLETED BY APPLICANT

If you wish to receive notice of receipt of this application by the NMFS Prescott Stranding Grant Program, you **MUST** complete the following information. We will acknowledge receipt of your application by email only unless you do not have email capability.

1) Legal Applicant Name: Principal Investigator: _____

Affiliation: _____

2) Identification of Project (Include Title):

3) Application Date:

4) Email Address:

5) Complete Mailing Address:

Check if interested:

☐ Please send me a copy of the technical review panel comments, if any.

Do not write below this line -- FOR AGENCY USE ONLY

APPLICATION RECEIPT

Application received by:

Date:

ACKNOWLEDGMENT SENT

Date:

NMFS Proposal No. Assigned:

NOAA, NATIONAL MARINE FISHERIES SERVICE,
F/PR2 - Prescott Stranding Grant Program
SSMC 3; 1315 East-West Highway
Silver Spring, Maryland 20910